

STATE OF CALIFORNIA

JOHN CHIANG,  
California State Controller

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: November 3, 2011

CALATERS LETTER #11-004

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: LISA CROWE, Division Chief  
Personnel/Payroll Services Division

RE: **CalATERS Claims – Taxable Expenses for 2011 W-2 Information**

For the purpose of year end processing and timely reporting of taxable and reportable expenses on the 2011 W-2, departmental accounting offices must submit any approved CalATERS claims by 5:00 pm on December 16, 2011.

CalATERS claims for taxable and reportable expenses submitted after 5:00 pm on December 16, 2011, that result in payment with an issue date prior to January 1, 2012, will result in a corrected W-2 for the 2011 tax year.

If you have questions, please contact the CalATERS Help Desk and reference this CalATERS letter.

EA: ea